

# Payroll Processes

## QUICK REFERENCE GUIDE

### Pay Correction – Employee Paid in Error

Employee paid in error, the net pay is recovered

#### Decision: Paid in Error

The Employee can return the payment or write a check for the net amount due if detection is on or after the payday. If detection is before the payday, the HRA should request (via Business Request) an EFT to be reversed or a paper check to be pulled by Treasury so that the employee does not receive it. It is then redeposited to the agency account (via CR sent to the Personnel Cabinet for a check, via IET for a reversed EFT).

*Note: If detection is after payday and the employee does not return the funds, no update or reversal is done at this time. The time and/or master data correction will create a claim in payroll. If the employee is active, KHRIS will collect the claim against future pay. If the employee is terminated, the claim will be written off by the Personnel Cabinet and charged to the agency's account. The agency will then have responsibility for recovering the claim. When an agency recovers a claim amount, the recovery must be reported to the Personnel Cabinet Payroll Branch Consultant so that the employee record may be adjusted.*

*Note: Check the Knowledge Center for helpful information on how to enter data in KHRIS.*

1. The **HR Administrator** will deposit a received net check to the agency account. For a pulled net check, the HRA will send a CR to the Personnel Cabinet payroll branch. For a reversed EFT, an IET generated by the Personnel Cabinet payroll branch will credit the funds to the agency account.
2. The HRA will send a notification to the Off-Cycle mailbox to perform the process to Reverse Payment via an Off-Cycle request.

*Note: This will reverse all the payments and deductions in KHRIS.*

3. When a notification from the Agency HR Administrator has been received that an employee's check has been returned, the Personnel Cabinet **Payroll Branch Consultant** will notify the Personnel Cabinet Functional Support staff of an Off-Cycle payroll run for the reversal.

4. The Personnel Cabinet Functional Support staff will select the Reversal

payment tab to complete the process.

5. After the Off-cycle process is completed, the Personnel Cabinet Functional Support staff will create the off-cycle posting run.
6. The Personnel Cabinet Payroll Branch Consultant will notify Agency HR Administrator if there is an issue with the reversal process and work through any problems.